

### **Personal Cell Phone Use**

Use of personal cell phones by Wolf Trap Foundation employees is limited during work hours. Employees may use cell phones during lunch or break periods. Other use, including text messaging, is prohibited during the work-day unless authorized by supervisory personnel. Employees may request authorization from supervisors to use cell phones during the workday and supervisors will grant reasonable requests of this nature. Cell phone camera functions may not be used during the work-day unless authorized by supervisory personnel.

### **Social Media**

Wolf Trap Foundation for the Performing Arts understands employees use websites such as Facebook, MySpace, or weblogs (blogs) to communicate personal information. Wolf Trap Foundation respects the right of employees to use these sites for self-expression as long as they do not jeopardize or harm the reputation or business of Wolf Trap Foundation, especially as it relates to proprietary Wolf Trap Foundation business.

#### **Referencing Wolf Trap in Personal Social Media Spaces**

The following guidelines have been developed to assist you if/when communicating about Wolf Trap Foundation in social media spaces to ensure Wolf Trap Foundation's reputation is respected. Failure to adhere to the following guidelines may result in discipline up to and including termination:

- Confidential matters relating to Wolf Trap Foundation business may not be discussed. Whether or not you identify yourself as a Wolf Trap Foundation employee, seasonal staff member or intern, Wolf Trap Foundation must not be falsely represented, or represented in a way that will injure its reputation or business.
- Proprietary information relating to Wolf Trap or to any third party must not be disclosed. This includes information on performances, performers, donors, sponsorships and donations, and sensitive visitor interactions. If you are unsure, please consult your supervisor or the Director, Human Resources.
- Wolf Trap trademarks and materials, such as photos, artwork, logo, etc., should not be used or reproduced on your site unless specifically authorized by the Senior Director of Communications & Marketing, Director of Marketing and/or Director of Public Relations as part of an official Wolf Trap promotion.
- Wolf Trap, along with our employees, our customers, our partners and affiliates, and our artists, should be respected when posting information in public spaces on the internet.